



MUSEUM CURATOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform educational programming; exhibition planning and installation, collections management, and preservation for the Tempe Historical Museum.

Supervision Received and Exercised:

Receives direction from the Museum Administrator or from other supervisory or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Plan, organize and coordinate various changing and permanent exhibits and other special events in the city museum and other municipal buildings; schedule changing exhibits.
- Receive historical photographs, artifacts and archives for the museum collection; make recommendations for collections; present recommendations to the Accessions Committee regarding potential donations, select collections for exhibits.
- Plan; develop and implement primary themes for educational programs and displays for the general public, coordinate themes with museum exhibits to enhance museum focus as a community resource, promote special events, exhibit openings, and other public programs.
- Catalog and provide detailed descriptions of historical artifacts; photographs and archives enter information into computer for future reference and inventory, maintain and update new information as received.
- Preserve and expand the museum's research base; ensure research base accessibility to the public and other professionals, oversee organization of research library, assist staff and patrons in use of research library.

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- Determine and order proper preservation storage equipment and/or supplies for all artifacts, photographs, and archives; maintain proper storage conditions for all artifacts, photographs, and archives; assist in the management, maintenance and conservation care for the artifacts' physical state in collections, storage, Peterson House Museum and Museum proper; recommend, design and fabricate physical support, mounts and archival housings for materials; plan and supervise a collections maintenance schedule.
- Participate in the formulation of policies and procedures relating to the operations of the City of Tempe Historical Museum.
- Participate in the budget process and monitor expenses.
- Supervise, train and evaluate assigned volunteers and staff.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible professional museum curatorial experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in fine arts, history or a related field.

Licenses/Certifications:

May require the possession of, or the ability to obtain an appropriate valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 5910

Salary Range: 28

FLSA: Exempt